



City of Santa Clara

Meeting Agenda

Parks & Recreation Commission

Monday, January 13, 2025

7:00 PM

Hybrid Meeting
Cafeteria - City Hall East Wing
1500 Warburton Avenue
Santa Clara, CA 95050

The City of Santa Clara is conducting the Parks & Recreation Commission meeting in a hybrid manner (in-person and a method for the public to participate remotely).

Join Zoom Meeting

<https://santaclaraca.zoom.us/j/89140287145?pwd=vxTpbZL37PSa9tyNRsapnbNKFauJJP.1>

Meeting ID: 891 4028 7145

Passcode: 863597

CALL TO ORDER AND ROLL CALL

CONSENT CALENDAR

25-59 [Action on the Parks & Recreation Commission Minutes of the November 25, 2024, Meeting](#)

Recommendation: Approve the Parks & Recreation Commission Minutes of the November 25, 2024, Meeting.

PUBLIC PRESENTATIONS

[This item is reserved for persons to address the body on any matter not on the agenda that is within the subject matter jurisdiction of the body. The law does not permit action on, or extended discussion of, any item not on the agenda except under special circumstances. The governing body, or staff, may briefly respond to statements made or questions posed, and appropriate body may request staff to report back at a subsequent meeting.]

GENERAL BUSINESS

25-61 [Status Update on the Progress Made on the FY 2024/25 Parks & Recreation Commission's Work Plan Goals](#)

Recommendation: Provide status update on progress made on the FY 2024/25 Parks & Recreation Commission's work plan goals.

STAFF REPORT

COMMISSIONERS REPORT

ADJOURNMENT

The next scheduled meeting is on Monday, February 10, 2025, at 7:00 PM.

MEETING DISCLOSURES

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1 408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
@SantaClaraCity

Agenda Report

25-59

Agenda Date: 1/13/2025

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Action on the Parks & Recreation Commission Minutes of the November 25, 2024, Meeting

RECOMMENDATION

Approve the Parks & Recreation Commission Minutes of the November 25, 2024, Meeting.

Prepared by: Fairbanks Jones IV, Office Specialist II

Reviewed by: Dale Seale, Deputy Parks & Recreation Director

Approved by: Damon Sparacino, Director of Parks & Recreation

ATTACHMENTS

1. Draft - Parks & Recreation Commission Minutes of the November 25, 2024, Meeting



City of Santa Clara

Meeting Minutes

Parks & Recreation Commission

11/25/2024

7:00 PM

Hybrid Meeting

Cafeteria - City Hall East Wing
1500 Warburton Avenue
Santa Clara, CA 95050

The City of Santa Clara is conducting the Parks & Recreation Commission meeting in a hybrid manner (in-person and a method for the public to participate remotely).

Join Zoom Meeting

[https://santaclaraca.zoom.us/j/7952241237?](https://santaclaraca.zoom.us/j/7952241237?pwd=bHNnZ2o4RTd2WmpmVVFicWRHc1NSZz09&omn=87398322265)

[pwd=bHNnZ2o4RTd2WmpmVVFicWRHc1NSZz09&omn=87398322265](https://santaclaraca.zoom.us/j/7952241237?pwd=bHNnZ2o4RTd2WmpmVVFicWRHc1NSZz09&omn=87398322265)

Meeting ID: 795 224 1237

Passcode: 858218

CALL TO ORDER AND ROLL CALL

Chair Hai called the Parks & Recreation Commission meeting to order at 7:02 PM

Present 6 - Vice Chair Maureen Chu, Commissioner Eversley Forte, Commissioner Derek DeMarco, Chair Sajid Hai, Commissioner Brittany Ricketts, and Commissioner Vikas Gupta

Absent 1 - Commissioner Dana Caldwell

Commissioner Chu made a motion, seconded by Commissioner Forte to excuse Commissioner Caldwell from the November 25, 2024 Parks & Recreation Commission meeting.

Aye: 6 - Vice Chair Chu, Commissioner Forte, Commissioner DeMarco, Chair Hai, Commissioner Ricketts, and Commissioner Gupta

Absent: 1 - Commissioner Caldwell

CONSENT CALENDAR

1.A [24-1093](#) Action on the Parks & Recreation Commission Minutes of the October 21, 2024, Meeting

Recommendation: Approve the Parks & Recreation Commission Minutes of the October 21, 2024, Meeting.

Commissioner Chu made a motion, seconded by Commissioner Ricketts to approve the October 21, 2024 Parks & Recreation Commission minutes as amended with the correction that Commissioner DeMarco abstaining from voting on Item 5, RTC 24-903.

Aye: 6 - Vice Chair Chu, Commissioner Forte, Commissioner DeMarco, Chair Hai, Commissioner Ricketts, and Commissioner Gupta

Excused: 1 - Commissioner Caldwell

1.B [24-1089](#) Discussion of a Parks & Recreation Commission 2025 Calendar of Meetings

Recommendation: It is recommended that the Commission recommend that the City Council adopt the proposed 2025 calendar of meetings for the Parks and Recreation Commission.

Commissioner Chu made a motion, Seconded by Commissioner Gupta to accept the 2025 Parks & Recreation 2025 Calendar of meetings.

Aye: 6 - Vice Chair Chu, Commissioner Forte, Commissioner DeMarco, Chair Hai, Commissioner Ricketts, and Commissioner Gupta

Excused: 1 - Commissioner Caldwell

PUBLIC PRESENTATIONS

None

GENERAL BUSINESS

2. [24-992](#) Approval of a Grant from the Wade Brummal Youth Sports Scholarship Program in the Amount of \$17,575 to Reimburse Santa Clara Westside Little League for Eligible Expenses Related to the 2024 Spring Season.

Recommendation: Approve a Grant in the Amount of \$17,575 from the Wade Brummal Youth Sports Scholarship Program in the Public Donations Fund to Reimburse the Santa Clara Westside Little League for Eligible Expenses Related to the 2024 Spring Season.

Commissioner Forte made a motion, seconded by Commissioner DeMarco to approve a grant in the amount of \$17,575 from the Wade Brummal Youth Sports Scholarship Program in the Public Donations Fund to reimburse the Santa Clara Westside Little League for eligible expenses related to the 2024 Spring Season.

Aye: 6 - Vice Chair Chu, Commissioner Forte, Commissioner DeMarco, Chair Hai, Commissioner Ricketts, and Commissioner Gupta

Excused: 1 - Commissioner Caldwell

3. [24-1012](#) Approval of a Grant from the Wade Brummal Youth Sports Scholarship Program in the Amount of \$11,652 to Reimburse Santa Clara Swim Club for Eligible Expenses Related to the 2022-2023 Swim Season.

Recommendation: Approve the Grant in the Amount of \$11,652 from the Wade Brummal Youth Sports Scholarship Program in the Public Donations Fund to Reimburse Santa Clara Swim Club for Eligible Expenses Related to the 2022-2023 Swim Season.

Commissioner Chu made a motion, Seconded by Commissioner DeMarco for the approval of a grant for the Wade Brummal Youth Sports Grant Scholarship Fund Program in the amount of \$11,652.29 to reimburse Santa Clara Swim Club for eligible expenses related to the 2022 - 2023 Swim Season.

Aye: 6 - Vice Chair Chu, Commissioner Forte, Commissioner DeMarco, Chair Hai, Commissioner Ricketts, and Commissioner Gupta

Excused: 1 - Commissioner Caldwell

4. [24-1003](#) Approval of a Grant from the Wade Brummal Youth Sports Scholarship Program in the Amount of \$22,240 to Reimburse the Santa Clara Youth Soccer League for Eligible Expenses Related to the 2023-2024 Soccer Season.

Recommendation: Approve a grant in the Amount of \$22,240 from the Wade Brummal Youth Sports Scholarship Program in the Public Donations Fund to reimburse the Santa Clara Youth Soccer League for eligible expenses related to the 2023-2024 Soccer Season

Commissioner Chu made a motion, Seconded by Commissioner DeMarco for the approval of a grant from the Wade Brummal Youth Sports Scholarship Program in the amount of \$22,240 to reimburse the Santa Clara Youth Soccer League for eligible expenses related to the 2023 - 2024 Soccer Season.

Aye: 6 - Vice Chair Chu, Commissioner Forte, Commissioner DeMarco, Chair Hai, Commissioner Ricketts, and Commissioner Gupta

Excused: 1 - Commissioner Caldwell

5. [24-1061](#) Receive Presentation and Provide Input on the Study Session on the Library Facilities Master Plan

Recommendation: Recommend that the Commission provide input and feedback to the Consultant on the development of the City's Library Master Plan.

The Commission provided input on the Library Master Plan, to:

- Increase library hours,
- Provide appropriate room sizes for small groups,
- Consider the ideal Central Park Library layout including parking lots, cafe, and links to other community services,
- Promote workshops, and partner with external groups to expand accessible knowledge for the community,
- Develop strategies to reduce parking demands,
- Have the Central Park Library and other libraries as destinations for residents and non-residents,
- Develop and provide reservable open space for groups,
- Develop place making and maker spaces for the community,
- Reemphasize the importance of having early education programming,
- Provide an option to have some City Council meetings at the Central Park Library, and
- Have each library branch known for a specialization.

6. [24-1137](#) Status Update on the Progress Made on the FY 2024/25 Parks & Recreation Commission's Work Plan Goals

Recommendation: Provide status update on progress made on the FY 2024/25 Parks & Recreation Commission's work plan goals.

Goal A: Review park site and facility condition assessments and recommend priorities given existing and anticipated service levels and available resources--*No Update.*

Goal B.1.: Review and solicit community input on the existing City park rehabilitation projects based on the current Capital Improvement Program (CIP) Budget and schedule--*No update.*

Goal B.2.: Review residential developer proposed schematic designs for new neighborhood parks that serve new residential development--*No update.*

Goal C.1.: Host and develop recommendations for the annual Santa Clara Art & Wine Festival 2024--*Work plan completed.*

Goal C.2.: Participate in Citywide Special events--*Commissioners will attend and participate in the 2024 Holiday Tree Lighting Event.*

Goal D.: Partner with at least one other commission to build upon/expand at least one existing Parks & Recreation event by adding one extra element for patrons to interact with during the event--*No update*

Goal E.: Participate in the Parks & Recreation Master Plan Process--*Commissioners participated in focus groups for the Parks & Recreation Master Plan and provided feedback to the Consultant (WRT).*

Goal F.: Consider the annual budget of the Parks & Recreation Department during the budget preparation process and make recommendations with respect to the City Manager and City Council--*The Commission approved three Wade Brummal Grant Scholarship requests at the November 25 Meeting.*

STAFF REPORT

Parks & Recreation Director Sparacino

The Director reminded the Commission about the upcoming Holiday Tree Lighting Event on December 6. He was pleased to meet the Commission and is looking forward to seeing the commissioners at the event. Director Sparacino has been settling into his new role and has spent much of his time meeting staff, bringing himself up to speed about the intricacies of the new role, and gaining a more in depth perspective about the department while focusing on improving efficiencies.

COMMISSIONERS REPORT**Chair Hai**

The Commissioner visited Jenny Strand Park. Over the past month he also traveled to several cities in Colombia and parts of the Andes Mountain Range.

Commissioner Chu

Commissioner Chu visited Live Oak, Thamien and Henry Schmidt Parks. The recreation building at Lick Mill Park was rented out by her daughter's Girl Scout Troop for a meeting. She commented on how amazing the recreation programming staff is. The Ballet group is gearing up for their annual performance of The Nutcracker and was very thankful to Parks & Recreation Department staff for their support. "It's a fantastic community event!". Commissioner Chu also commented on the excellence of the Santa Clara Recreational Ballet program.

Commissioner DeMarco

Commissioner DeMarco visited Agnew Park. He and his family enjoyed the recently renovated playground. He made note of the "Mini Amphitheater" within the park, although it was a little muddy due to recent rain.

Commissioner Forte

He sampled the new Silicon Valley Hopper Service for commuting. He was somewhat disappointed that the service does not currently operate throughout the entire City of Santa Clara.

Commissioner Gupta

Commissioner Gupta has committed to weekly walks on Friday mornings within his local neighborhood and has started with Maywood Park. He expressed his joy about Measure I passing and how this will greatly benefit parks and recreation facilities in the City and what it will mean for the future of aquatics and the ISC in Santa Clara.

Commissioner Ricketts: She was traveling recently and visited Portland for a week and New York, and visited a library in each city.

ADJOURNMENT

Commissioner DeMarco made a motion, seconded by Commissioner Chu to adjourn the November 25, 2024 Parks & Recreation Commission Meeting at 8:26 PM until the next regular meeting at 7:00 PM on January 13, 2025.

Aye: 6 - Vice Chair Chu, Commissioner Forte, Commissioner DeMarco, Chair Hai, Commissioner Ricketts, and Commissioner Gupta

Excused: 1 - Commissioner Caldwell

MEETING DISCLOSURES

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Agenda Report

25-61

Agenda Date: 1/13/2025

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Status Update on the Progress Made on the FY 2024/25 Parks & Recreation Commission's Work Plan Goals

COUNCIL PILLAR

Enhance Community Engagement and Transparency

Enhance Community Sports, Recreational and Arts Assets

Deliver and Enhance High-Quality Efficient Services and Infrastructure

BACKGROUND

Annually, the Parks & Recreation Commission (Commission) considers three to six specific, measurable, attainable, realistic, and time-bound work plan goals and/or activities for the year.

At the July 8, 2024, Parks & Recreation Commission meeting, the Commission adopted Work Plan Goals A through F, as follows:

- Goal A: Review park site and facility condition assessments and recommend priorities given existing and anticipated service levels and available resources.
- Goal B: Review and solicit community input on the existing City park rehabilitation projects based on the current Capital Improvement Program (CIP) budget and schedule, as well as review residential developer proposed schematic designs for new neighborhood parks that serve new residential development.
- Goal C: Host and develop recommendations for the annual Santa Clara Art & Wine Festival 2024 and participate in Citywide special events.
- Goal D: Partner with one other City commission to build/expand on at least one existing Parks & Recreation event by adding an extra element for patrons to interact with during the event.
- Goal E: Participate in the Parks & Recreation Master Plan process.
- Goal F: Consider the annual budget of the Parks & Recreation Department during the budget preparation process and make recommendations with respect thereto to the City Manager and City Council.

DISCUSSION

In addition to conducting a review of the Work Plan Goals matrix, the purpose of this item is to provide the opportunity for the subcommittees to report their progress. As such, each subcommittee will provide a verbal update on their planned efforts and activities. Should an item require action by the full Commission, the item will be placed on a future agenda for discussion.

At the January 13, 2025, meeting, the Commission will review the matrix for the Work Plan Goals (Attachment 1) and provide updates on progress made to meet the measurable objectives for FY 2024/25.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

PUBLIC CONTACT

Public contact was made by posting the Parks & Recreation Commission agenda on the City’s official -notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City’s website and in the City Clerk’s Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk’s Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>>.

RECOMMENDATION

Provide status update on progress made on the FY 2024/25 Parks & Recreation Commission’s work plan goals.

Prepared by: Dale Seale, Deputy Parks & Recreation Director
Reviewed by: Kimberly Castro, Recreation Manager
Approved by: Damon Sparacino, Director of Parks & Recreation

ATTACHMENTS

1. Parks & Recreation Commission Work Plan FY 2024/25



**City of
Santa Clara**
The Center of What's Possible

PARKS & RECREATION COMMISSION

**CHARTER, PRIORITIES, AND WORK PLAN
FY 2024/25**

CITY CHARTER

The City of Santa Clara charter includes the following sections that mandate the formation of a Parks & Recreation Commission and its role.

Sec. 1008 Parks & Recreation Commission.

There shall be a City Parks & Recreation Commission consisting of seven members to be appointed by the City Council from the qualified electors of the City, none of whom shall hold any paid office or employment in the City government.

Sec. 1009 Parks & Recreation Commission – Powers and duties.

The Parks & Recreation Commission shall have power and be required to:

(a) Act in advisory capacity to the City Council in all matters pertaining to parks, recreation, playgrounds, and entertainment;

(b) Consider the annual budget of the Parks & Recreation Department during the process of its preparation and make recommendations with respect thereto to the City Manager and the City Council; and

(c) Assist in the planning and supervision of a recreation program for the inhabitants of the City, promote and stimulate public interest therein and to that end, solicit to the fullest extent possible the cooperation of school authorities and other public and private agencies interested therein. (Amended by electors at an election held March 7, 2000, Charter Chapter 11 of the State Statutes of 2000)

VISION STATEMENT

Enrich the lives and enhance the health and wellbeing of our community by supporting a vibrant, active quality of life for all ages, abilities and interests through excellent parks and recreational facilities, community services, programs, and events.

PRIORITIES

Based on the Commission charter, the above vision statement, values, and context from prior years, the Commission has defined its priorities and goals for current fiscal year. The priorities are presented in this section and the goals emanating from these priorities are stated in the following section.

1. Assess facility and program conditions and recommend prioritized maintenance and improvements to facilities and programming. Include in the master plan as appropriate.
2. Identify gaps in infrastructure and programs by neighborhood. Include recommendations for updates to the master plan.
3. Identify opportunities for increasing community participation and current impediments. Recommend ways to enhance community participation and experience.
4. Review the current year Art and Wine Festival, feedback received, and lessons learned and plan for next year's Art and Wine Festival.

GOALS

Goal A:
Review park site and facility condition assessments and recommend priorities given existing and anticipated service levels and available resources

Objective	Ad Hoc Subcommittee	Timeline	Notes	Measurable Objective
Review Facility Conditions Report 2018		Completed	Based on the 2018 report and current level the park projects and priority list for future projects seem reasonable.	Projects noted in report are funded in the City's proposed CIP budget.
Visit at least three parks and swimming pools and note facility condition and make recommendations for improvements	All Commissioners	Ongoing	Divide parks and swimming pools for commissioners to visit by interest. The Commission discussed the visitation forms for special events, parks, and aquatic facilities. The final version of the forms and the spreadsheet that will be used to compile the visitation data was completed. An update will be provided at the January 2025 meeting.	100% of Commission Members submit evaluation forms for at least 1 (one) park/facility each month.

Goal B:

1) Review and solicit community input on the existing City park rehabilitation projects based on the current Capital Improvement Program (CIP) Budget and schedule; and

2) Review residential developer proposed schematic designs for new neighborhood parks that serve new residential development;

Objective	Ad Hoc Subcommittee	Timeline	Notes	Measurable Objective
Improve Park Project Webpage to highlight community outreach	Hai and Chu	Ongoing	Website structure currently under review by City. The Henry Schmidt Park Playground Rehabilitation Schematic Design with the train depot train theme was approved by Council on April 9, 2024, and project is at 95% design plan completion.	Webpage is revised to include opportunities for community input for Park Projects
Use data to improve metrics for park use and outreach. Work with city staff to solicit input from the community and identify and recommend improvements to improve overall metrics of all parks.	Chu, DeMarco, Gupta	Ongoing	Relies on city staff to: <ul style="list-style-type: none"> • collect park usage data and share with the Commission • organize community outreach and conduct survey 	An evaluation tool is developed to evaluate the effectiveness of outreach efforts and the Commission receives regular reports
Receive presentations organized by city staff and review residential developer proposed schematic designs for new neighborhood parks that serve new residential development	All Commissioners	Ongoing	In October, the Commission reviewed and recommended approval of the schematic design for the new Mini-Park at 4590 Patrick Henry Drive.	Schematic designs for all new parks are submitted to the Commission for review and comment
Act as ambassadors for new parks and engage community to give feedback	All Commissioners	Ongoing		100% of Commission members attend at least 3 community or Council meetings to advocate on behalf of Parks and Recreation programs

Goal C:

1) Host and develop recommendations for the annual Santa Clara Art & Wine Festival 2024; and

2) Participate in Citywide Special events

Objective	Ad Hoc Subcommittee	Timeline	Notes	Measurable Objective
Participate in Art and Wine Festival planning and supervise hosting of Art and Wine Festival	Ricketts, Hai, Forte		Hear Updates, Give Opinions, Meet with Staff, Work at Event. Progress on the upcoming Art & Wine Festival includes: securing 120 artists, sponsors are coming in, recruitment of junior artists will be starting soon, non-profit organization applications will be sent out in the coming weeks, and staff continue to work on merchandising. Chair Hai and Commissioners Caldwell, Chu, Forte, DeMarco, Gupta, and Ricketts all participated at the 2024 Art & Wine Festival in support of the event. This work plan item is complete.	100% of Commission member volunteer for a minimum of 3 hours in support of the Art & Wine Festival
Participate in Citywide Special events.	All Commissioners		Concerts, Movies in the Park, City Council Meetings, Park Openings, Special Events Commissioners attended and participated in the 2024 Holiday Tree Lighting Event on December 6.	100% of Commission member volunteer for a minimum of 3 hours in support of one of the Department's Special Events

Goal D:

Partner with at least one other City commission to build on/expand at least one existing Parks & Recreation event by adding one extra element for patrons to interact with during the event.

Objective	Ad Hoc Subcommittee	Timeline	Notes	Measurable Objective
Plan a cultural event with another commission, and the Community.	Hai, Ricketts, and Forte	2025	Subcommittee to meet on Sunday 9/22/2024 with the members of the Cultural Commission. Subcommittee confirmed that the marketplace event they had been working on with the Cultural Commission would not be moving forward, and the funds needed for the event would be insufficient. They will continue to brainstorm ideas for a joint event with the Cultural Commission.	The event is held in 2025

**Goal E:
Participate in the Parks & Recreation Master Plan Process**

Objective	Ad Hoc Subcommittee	Timeline	Notes	Measurable Objective
Receive updates from Staff	All Commissioners		The Parks & Recreation Department introduced the Consultant (WRT) at the August 2024 meeting and received input from the Commission.	Staff provides a monthly update on the status of the master plan process
Develop Subcommittees as needed	All Commissioners		Commissioners participated in focus groups for the Parks & Recreation Master Plan and provided feedback to the Consultant (WRT).	75% of Commission members participate in focus group or other community engagement activity for the master plan process.

**Goal F:
Consider the annual budget of the Parks & Recreation Department during the budget preparation process and make recommendations with respect thereto to the City Manager and City Council.**

Objective	Ad Hoc Subcommittee	Timeline	Notes	Measurable Objective
Receive updates from Staff	All Commissioners	Annually		A review of the proposed annual budget is placed on the Commission's agenda prior to the Council adoption of the budget.
Review Wade Brummal Grant/Scholarship requests in accordance with established policy	All Commissioners	As needed	The Commission approved three grant scholarships requests at the November 25 Meeting.	Staff provides an annual report of all Wade Brummal Grant/Scholarship requests to ensure Commission is reviewing requests in accordance with established policy